

ADRION

Restricted 4th Call for Proposal – Axes 1, 2 and 3

Technical guidance on how to submit a project proposal using the on-line application system eMS

Version 1 - September 2021

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1. Purpose

This guidance contains key technical information on the operation and use of the electronic monitoring system (eMS) of the Interreg V-B Adriatic – Ionian (ADRION) Programme. Applicants are requested to complete and submit the Application Form (AF) via eMS. It is therefore highly recommended to read this document carefully before starting to use eMS.



Only Lead Partners of the 1st call projects admitted to the restricted call (ref. to Call announcement) are allowed to submit proposals under the ADRION Restricted 4th Call for Proposal – Priority Axes 1, 2 and 3, using the credentials previously assigned.

2. Technical information and system requirements

eMS is a web application which can be accessed with **last or last but one** version of most common browsers (Firefox, Chrome, Internet Explorer, Safari).



Firefox/Chrome are strongly recommended.

The functionality of the system follows the common standards of web applications for entering and submitting data.

When working with Internet Explorer, the option “display intranet sites in compatibility view” should be de-selected in the compatibility view settings of the browser.

3. Specific conditions for Applicant’s registration in eMS

This call is addressed to projects financed within the 1st call for proposals whose implementation (project end date) was finalized within 31 July 2021. LPs of these projects can access eMS system using the credentials previously assigned.

The following instructions must be respected:

Role of potential beneficiary	The institution intends to be in the Restricted 4 th call for proposals:	Steps to be taken for registration:
Institution acting as a Lead Partner in projects submitted in the first call	Lead Partner	None. Same credentials are used.
Institution acting as a Project Partner in projects approved in the first call	Project Partner	None. Same credentials are used.

4. How to fill-in in the Application Form

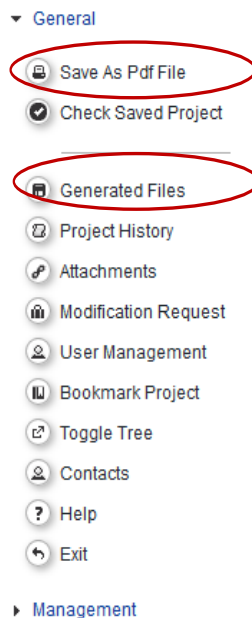
Before drafting your project proposal, the following relevant aspects have to be taken into account:

- eMS does not provide any request for confirmation before leaving a section of the Application Form (AF) or before logging out. It is therefore of vital importance to **save the data** (Save button on upper left corner or at the bottom of the page) **if you do not want to lose them**. Similarly, when filling-in longer sections, please remind to regularly save in order to avoid losing data in case of interruptions of internet connection or other technical problems.
- Do not use the “Enter” key of your keyboard to save data while filling the form as it may lead to unexpected results. Always use the commands provided by eMS interface.
- Fields in eMS have characters limitations. The correct maximum number of characters allowed is reported in each field to be filled-in.



Characters in excess will not be recorded.

- eMS is not a working platform: the Lead Applicant is warmly recommended to use the off-line tools made available by the Programme to draft its AF.
- The Lead Applicant can create a pdf file of the AF at any step of its development by pressing the “Save As Pdf File” button (see screenshot below). It will find the created pdf file(s) in the general menu in the section “Generated Files”. Be aware that the listing of generated pdf documents in the file browser might take several minutes (depending on the internet traffic).



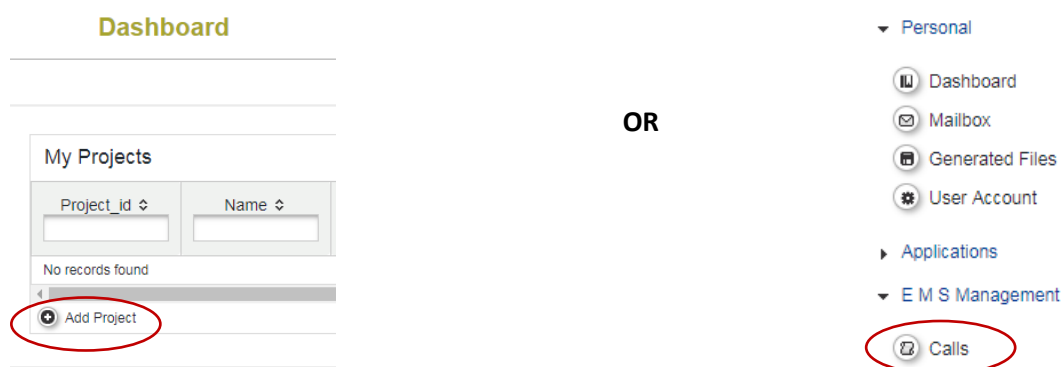
- Applicants are warmly recommended to carefully read the eMS guidance and the Programme Manual Restricted 4th Call for proposals when filling-in the Application Form. eMS is provided with a set of blocks to guide the applicants and to avoid the most common mistakes. Before the submission, the system provides an overview on detected errors that the applicants must correct. The blocks do not replace Lead Applicant responsibility in finally checking the correctness of the Application Form and that no sections or parts of them have been left empty.


- System blocks support applicants but do not replace the compliance with the administrative and eligibility requirements. The final overall responsibility of the admissibility and eligibility of the Application Form and related annexes remain within the Lead Applicant.
- The Lead Applicant is warmly advised to print a pdf version of the Application Form before the submission and to check that all sections report the necessary information.

Some parts of this guidance indicate that some sections of the AF must be filled in mandatorily, otherwise the Application Form will not be considered valid. In all these cases, it is intended that all the single fields composing the section must be filled in, unless differently specified.

5. Create a Project Application

To create your AF, click on **“Add project”** in the Dashboard, or click on **“Calls”** in the section “EMS Management”: then select the call *“Restricted fourth call for proposals – Priority Axes 1, 2 and 3”*.



Click on  in order to open a new project.

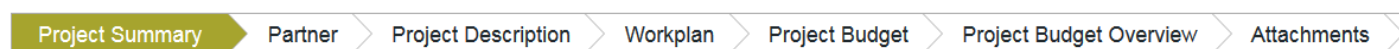
Once opened a new project, click on  in order to create a new project proposal.

6. Sections of eMS

The on-line AF is structured in different sections, which are visible on the top bar menu:

- Project Summary;
- Project Partner;
- Project Description;
- Workplan;
- Project Budget;

- Project Budget Overview;
- Attachments.



It is recommended to fill-in the AF step by step following the Sections order as in eMS menu.

6.1. Project summary

The Lead Applicant is directed to the section “Project Summary”.

In this section, the Lead Applicant must:

- select the correct Programme Priority (No 1, 2 or 3) in line with that of the 1st call project which is representing; the Programme Priority Specific Objective will be then automatically selected;
- enter the Project Acronym, which must be the same of your 1st Call project followed by the word PLUS,
- enter project Start and End Date; project duration is given automatically and must be at least of 6 months.



E.g. if the title of project in the 1st Call was EXAMPLE, please use the title EXAMPLE **PLUS** in Restricted 4th Call. Same logic should be used for the acronym.

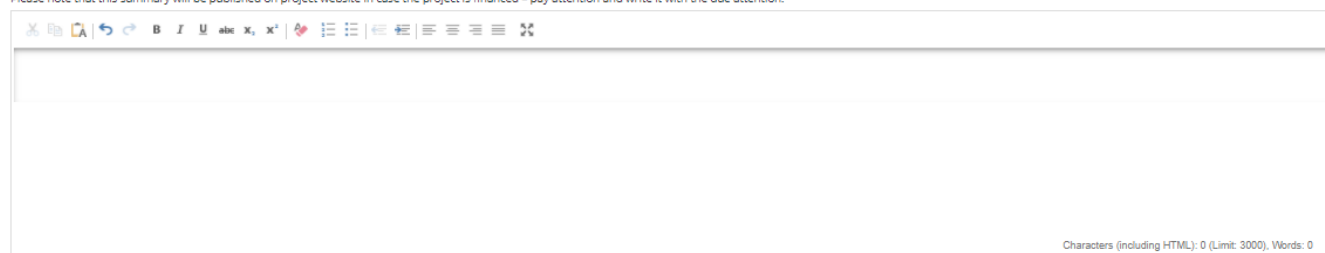
The Project Summary provides an overview of the project proposal. Lead Applicant has to provide a clear description of the common challenge of the Programme area that the project intends to tackle; the overall objective, the targeted topic(s) of the call, the expected change foreseen to be realized in respect to the current situation and the chosen

In case of project approval, the text of the Project Summary will be used to present your project to the public: try to be as concise, clear and efficient as possible.

A.1 Project Summary

Please give a short overview envisaged activities; they must comply with the following goals:
Increasing awareness among potential beneficiaries, stakeholders and interested institutions on the role of European Territorial Cooperation to increase cohesion.
Promoting the project outcomes and results to national/regional/ level.
Promoting the practical use, relevance, and transferability of project outcomes (e.g.: tools, apps, strategies etc) to potential beneficiaries (eventually in cooperation with ADRION National Contact Points).
Providing first-hand information on managing and implementing European projects to future potential beneficiaries (eventually in cooperation with ADRION National Contact Points).

Please note that this summary will be published on project website in case the project is financed – pay attention and write it with the due attention.



When clicking on the button “Check Saved Project”, the following checks on the data entered in this section will be performed:

- The project end date cannot be set after 30/06/2022;
- All the free form fields must be filled-in: Project Acronym, Project Title, Start Date, End Date, Project Summary.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

6.2. Project Partner

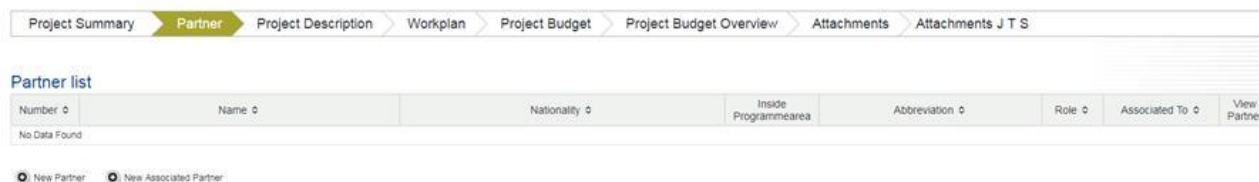


The Restricted 4th Call for proposals is addressed to Lead Partners and to their partnerships of projects finalized within 31 July 2021 only.

Therefore, it is to be understood as a follow-up of ADRION 1st Call granted projects.


Information on the partnership is visualized differently in eMS from the off-line Application Form (the latter is in the form of a table).

After having inserted general information about your project proposal, the Lead Applicant has to insert information on the partnership (press the **Partner** button on the menu bar).



To avoid problems with the numbering of project partners, information on the Lead Applicant is to be inserted first (as Project Partner No 1). Other Project Partners will automatically be numbered by the system after LP.

6.2.1. How to insert data on the Lead Applicant

To insert **data on the Lead Applicant**, click on the button  **New Partner** ; the following window appears:



Be careful when inserting the contact information about your Institution, since it will be used for identifying the sender of the AF.





In case of an Italian Lead “assimilated” Applicant, please read carefully paragraph 6.2.3 “**How to add data on an Italian Assimilated Lead Applicant /partner**”.



Please remember that the Lead Applicant must be the same of the project financed within the 1st call for proposals and as a consequence from an ERDF country; be careful to select this option from Co-financing source drop-down menu.

6.2.2. How to insert data on Project Partners

Once you have saved the data about the Lead Applicant, please go back to the page “Partner” by clicking the button  in the menu bar on the top of the page and then click on  **New Partner**

In the section “Partner”, eMS has already inserted the Lead Applicant, therefore the only option available is “Project Partner” as indicated below:

Project Partner 2

Information to insert is the same as for the Lead Applicant.

When adding partners – which must be the same as those included within the 1st call project - to the project proposal, the Lead Applicant must choose the **co-financing source for each project partner**: **ERDF** for EU partners and **IPA II** for partners located in the Non-EU Partner States of the Programme.

Legal Status (If you are a "body governed by public law", please select public).

public

Co Financing Source

ERDF

Co Financing% (max=85.00 %)

85.00%

6.2.3. How to add data on an Italian Assimilated Lead Applicant /Project Partner

In case you are an Italian Assimilated partner (Lead Applicant or Project Partner) the following steps are to be followed:

1. Insert the name of the institution and its abbreviation;
2. "Address" and select the box "From all regions";
3. "NUTS 0": choose "Italy";
4. "NUTS 2": choose where the Assimilated Lead Applicant /project partner is located;
5. "NUTS 3": choose where the Assimilated Lead Applicant /project partner is located;
6. Save partner data (upper on the left menu or at the end of the page);
7. Select "YES" in the box "Assimilated partner that will appear near the "Address".

Address

Nuts0

ITALIA (IT)

Name Of Other Region

From All Regions ☒

Nuts2

Lazio (IT14)

Nuts3

Roma (IT143)

Assimilated Partner

Yes

Street

Postal Code

Home Page

6.2.4. How to add data on an Associated partner

In order to add an Associated partner - which can be the same as those involved in the 1st call project / 1st call project financing partners becoming associated partners within the 4th call project proposal - the following steps are to be followed:

1. In the partner section, click on the button  New Associated Partner
2. After entering the name, select who is the Project Partner associated to;
3. In case the Associated partner is located outside ADRION Programme area, tick the box "From All Regions";

4. "NUTS 0": choose where the associated partner is located;
5. "NUTS 2": choose where the associated partner is located;
6. "NUTS 3": choose where the associated partner is located;



Please remind that project partners' data are automatically transferred to other AF sections according to the order of the partner List.

In case you want to change the order in the partner list, you have to delete a partner first and then insert a new one.

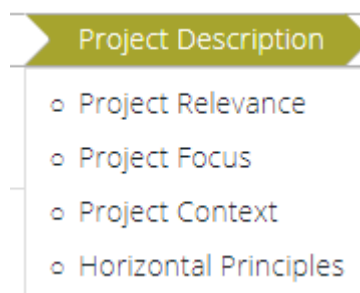
When clicking on the button "Check Saved Project", the following checks on the data entered in this section will be performed:

- The Lead Applicant must be only from Croatia, Greece Italy or Slovenia (ERDF Partner States)
- The legal status of the Lead Applicant (and of all partners except associated partners) must be Public;
- The number of partners (LP, PP) must be not less than 3 coming from 3 different ADRION countries;
- All free fields of each partner are compulsory, except for section/boxes devoted to Department, Home Page, Legal Representative Telephone, Contact Person Telephone and CUP (MA Reserved).

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

7. Project Description

This section is structured into four sub-sections: Project Relevance, Project Focus, Project Context and Horizontal Principles.



For each available sub-section, the Lead Applicant has to write in the foreseen boxes having care of respecting the maximum number of characters allowed and reported in each box.



ATTENTION:

Due to the specificity of this call, not all the sections must be filled-in!

The section which are not compulsory are clearly marked with a NOT APPLICABLE indication!
Please, do NOT write anything in eventual text boxes you may find under these sections.

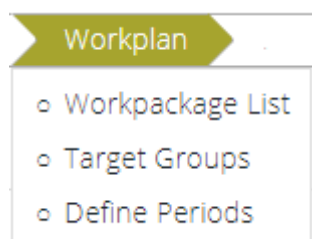
When clicking on the button “Check Saved Project”, the following checks on the data entered in this section will be performed:

- Project Relevance: only section devoted to Cooperation Criteria is requested, within which: the description field for ‘Joint Staffing’ is mandatory only in case the criterion is selected;
- The remaining 3 ‘Cooperation Criteria’ (Joint development, Joint implementation, Joint financing) are all mandatory. Do not forget to select and fill in description section for each of them!
- Project focus – NOT APPLICABLE
- Project Context – NOT APPLICABLE
- Horizontal Principles
 - For each Horizontal principle selected as “positive” or “negative” information within the related section (on the right of each selected H.P.) must be provided in order to describe the planned contribution.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

8. Work plan

This section is structured into three sub-sections as reported below:



Start filling-in information from the first section “Work Package List”.

8.1. Work package list

In this sub-section the Lead Applicant must define the project work packages (WP). In this call, only a limited number of WPs are allowed, specifically:

- 1 WPM devoted to project management and reporting is compulsory;
- 1 WP implementation;
- 1 WPC focused on communication activities.

WP duration is automatically calculated by eMS system on the basis of the longest activity there included. Therefore Lead Applicant must include duration of each activity activated within each selected WP.

C.5 Work plan per work packages

M MANAGEMENT
Management
Aug.2021 Aug.2021

No Workpackages Defined
New Implementation

COMMUNICATION
Create Communication

Gantt chart



The Gantt chart will be filled-in automatically on the basis of the Work Plan selected by the Lead Applicant.

8.1.1. WP Management

In this WP the Lead Applicant has to describe how the management on the strategic and operational level will be carried out. To move to this WP, click on the “lens” button.

M MANAGEMENT
Management
Aug.2021 Aug.2021

Wp Details
Project Management Wp Start Aug.2021 Wp End Aug.2021

Partners involvement
Wp Responsible Partner
1-

Partners Involved

	Number	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	1		LP	
<input type="checkbox"/>	2		PP	

Description
Describe how the management on the strategic and operational level will be carried out in the project: structure, responsibilities, procedures for the day-to day management and coordination, communication within the partnership reporting procedures. Additionally, please indicate whether the management is foreseen to be externalized and how to manage project closure.
2000 Characters Remaining

In the WP Management sub-section the Lead Applicant is automatically identified by eMS as responsible partner. Since the WP management covers the entire project duration, it is not possible to modify its duration which is automatically calculated by eMS and is shown on the blue bar on top of the page. Indeed, the Lead

Applicant has to describe the roles of project partners involved, define activities, their duration and related deliverables.



Please note that the Lead Applicant has to estimate the budget of each activity; ensure consistency with all the figures.

When clicking on the button “Check Saved Project”, the following checks on the data entered in this section will be performed:

- All the free form fields must be filled-in.
- As an exception to the previous rule, the fields ‘Title’, ‘Description’ and ‘Target Value’ of every ‘Deliverable’ section must be either all empty or all filled-in.

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

8.1.2. WP Implementation

The project implementation is the heart of the project proposal and it describes what the partnership proposes to achieve in relation to the defined objectives. Only one WP can be created within this sub-section. To create an implementation WP, click on the “+” button next to the “New Implementation” label.

The new Implementation WP (WP T1) will be open and you can fill-in the related information. If you want to reopen it later, click on the lens button next to the Implementation WP.

Wp Details: please ensure that the sum of the single activities match with the WP total budget

Title	Wp Start	Wp End	Wp Budget (excluding the net-revenue)
Test implementation 1	Jan.2019	Jun.2021	€ 2 000.00

Partners involvement

Wp Responsible Partner
1 - LP1

Partners Involved

	Number	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	1	LP1	LP	LP1
<input checked="" type="checkbox"/>	2	pp1	PP	pp1
<input checked="" type="checkbox"/>	3	pp	PP	pp3
<input type="checkbox"/>	4	pp4	PP	pp4
<input type="checkbox"/>	5	pp5	PP	pp5
<input type="checkbox"/>	6	pp6	PP	pp6

Summary Implementation

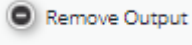
Summary description and objectives of the work package including explanation of how many partners will be involved.

Summary Implementation

The Lead Applicant has to describe the role of each project partner as well as to provide information about the logic and structure of each WP in the “Summary Implementation”.



Please note that the sub-section “Main Outputs” is NOT APPLICABLE, as properly indicated.

The Lead Applicant must directly click the  without filling or changing any other field.

Not all automatic checks are present in this section. Carefully check that all necessary sections are filled in.

8.1.3. WP Communication

To create the communication WP, click on the “+” button next to the “Create Communication” label.



The Communication WP will be open and you can fill in the related information. If you want to reopen it later, click on the lens button next to the Communication WP.

C COMMUNICATION

Communication

May.2019

May.2019

Communication C

Wp Details: please ensure that the sum of the single activities match with the WP total budget

Communication	Wp Start Jan.2019	Wp End Jun.2021	Wp Budget (excluding the net-revenue) € 1.411,00
---------------	----------------------	--------------------	---

Partners involvement
Wp Responsible Partner

1 - LP1

Partners Involved

	Number	Name	Role	Abbreviation
<input checked="" type="checkbox"/>	1	LP1	LP	LP1
<input type="checkbox"/>	2	pp1	PP	pp1
<input type="checkbox"/>	3	pp	PP	pp3
<input type="checkbox"/>	4	pp4	PP	pp4
<input type="checkbox"/>	5	pp5	PP	pp5
<input type="checkbox"/>	6	pp6	PP	pp6

Summary
Summary description of activities.

Not all automatic checks are present in this section. Carefully check that all necessary sections are filled in.

8.1.4. Description of activities in the WP sub-sections

In all the WPs the Lead Applicant is requested to provide information on the activities the partnership intends to implement and the related deliverables.

Explanations on what an activity and a deliverable are, are provided in the Programme Manual Restricted 4th Call for Proposals.

As the budget of each activity has to be inserted manually, the Lead Applicant has to ensure consistency among all figures within the AF. Included in budget section.

Please describe the activities and deliverables within the work package A.M.1

Activity Title

255 Characters Remaining

Start Date

January 2019

End Date

June 2021

Deliverable D.M.1.1

Title

2000 Characters Remaining

Target Value

0.00

Activity description
Description

1000 Characters Remaining

Description

2000 Characters Remaining

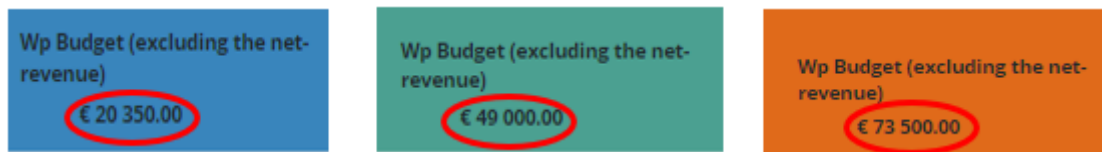
☒ Remove Activity

☒ Add Deliverable

☒ Add Activity

15

Please note that the WP total budget appears when all partners' budgets have been inserted in the related "Project Budget" → "Partner Budget" section (see below).



Ensure of having completed the WP section before moving to the next section "Partner Budget", otherwise it will be impossible to complete it.

8.2. Target Groups Section


In this section the Lead Applicant has to quantify the Target Groups

First of all, you must select the target groups of your interest by ticking them on the list:

Select Targetgroups

Description

- ☐ business support organisation
- ☐ education/training centre and school
- ☐ EEIG, EGTC
- ☐ enterprise, excluding SME
- ☐ General public
- ☐ higher education and research
- ☐ infrastructure and (public) service provider
- ☐ interest groups including NGOs

Click on the  **Update Targetgroups** button.

Then, you must fill-in the free forms, further specifying the target groups the project proposal plans to actively involve and the related target value:

C.2.2 Target Groups

Target groups	Please further specify the target group/s (e.g., bilingual elementary schools, environmental experts, etc.)	Target value Please indicate the size of the target group you will reach. (the budget cannot be higher than that of the WP Communication)
local public authority	<div>example</div> <div>1993 Characters Remaining</div>	<div>10</div>
regional public authority	<div>example</div> <div>1993 Characters Remaining</div>	<div>20</div>

When clicking on the button “Check Saved Project”, the following checks on the data entered in this section will be performed:

- The field ‘Description – Please further specify the target groups’ is mandatory
- The field ‘Target value’ must indicate a positive value

8.3. Define Periods

In this section, the Lead Applicant must create one single reporting period covering the whole duration of the project proposal.

The Lead Applicant has to click on “Add” to open the first period row.



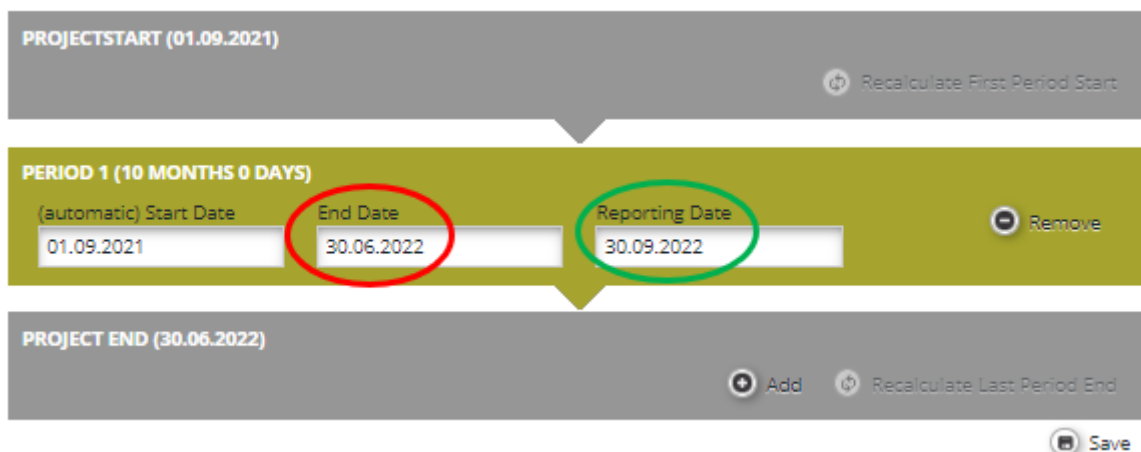
PROJECT END (30.06.2022)

+ Add

+ Save

Please, always remember to “SAVE”.

The reporting date indicates the deadline according to which the project progress report has to be delivered to the JS/MA, precisely 3 months following end date of reporting period (e.g. if the period ends on 30th June 2022, the reporting date must be set exactly 90 days after, on 30th September 2022 -see screenshot below-).



PROJECT START (01.09.2021)

+ Recalculate First Period Start

PERIOD 1 (10 MONTHS 0 DAYS)

(automatic) Start Date End Date Reporting Date Remove

01.09.2021 30.06.2022 30.09.2022

PROJECT END (30.06.2022)

+ Add + Recalculate Last Period End

+ Save

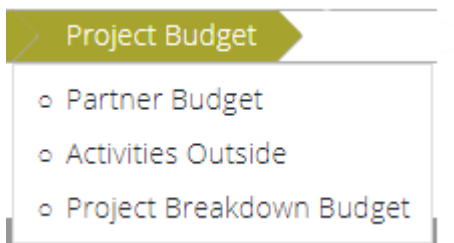
When the new row has been added, the “End Date” box can be modified according to the end date of the project.



Time periods are strictly related to the “Project Budget” section. It is important that the Lead Applicant fills-in this section before inserting budget data, otherwise it will be impossible for applicants to complete the partners budget sub-section.

9. Project budget

“Project Budget” section includes the following sub-sections: Partner Budget, Activities Outside and Project Breakdown Budget.



To accurately insert the budget for each project partner, please refer to the Programme Manual Restricted 4th Call for proposals.



ATTENTION:

Due to the specificity of this call, not all the sections must be filled-in!

‘Infrastructure and works’ and ‘Equipment’ budget lines are NOT eligible, therefore they must NOT be filled-in.



Please remember that:


- maximum Co-financing Project Budget (EU funds only, ERDF only + IPA only) cannot exceed 150.000,00 €
- minimum Co-financing Project Budget (EU funds only, ERDF only + IPA only) cannot be lower of 100.000,00 €

9.1. Partner Budget

When selecting the “Partner Budget” from the Menu bar, the following table appears:

Partner list

Number ↕	Name ↕	Nationality ↕	Inside Programme area	Abbreviation ↕	Role ↕	Budget
1	LP1	ΕΛΛΑΔΑ (ELLADA)	Yes	LP1	Lead Partner	Define Budget Define Contribution
2	pp1	ITALIA	Assimilated	pp1	Project Partner	Define Budget Define Contribution
3		ΕΛΛΑΔΑ (ΕΛΛΑΔΑ)	Yes		Project	Define Budget

In the table partner list, the Lead Applicant has to define budget and contribution per each project partner involved. Clicking on  Define Budget button, the following three tables appear:

Budget budgetline - period

Budgetline	Subbudgetline	Wp M - Management	Wp T1 -	Wp C - Communication	Sum
Staff costs	Staff costs	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Office and administration	Office and administration	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Travel and accomodation	Travel and accomodation	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00
External expertise and services	External expertise and services	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Equipment	Equipment	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Infrastructure and works	Infrastructure and works	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum		€ 0.00	€ 0.00	€ 0.00	€ 0.00

The first table shows the project partner's budget per WP and per budget lines. The other two tables show respectively:

- The partner budget lines per periods;
- The budget of each period disentangled per WPs.

All the three tables are linked: the data included in the first table feed the other two tables.

Budget budgetline - workpackage

Budgetline	Subbudgetline	Period 1	Sum
Staff costs	Staff costs	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00
Office and administration	Office and administration	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00
Travel and accomodation	Travel and accomodation	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00
External expertise and services	External expertise and services	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00
Equipment	Equipment	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00
Infrastructure and works	Infrastructure and works	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00
Net Revenue	Net Revenue	€ 0.00	€ 0.00
	Sum	€ 0.00	€ 0.00
Sum		€ 0.00	€ 0.00

Budget period - workpackage

Period	Wp M - Management	Wp T1 -	Wp C - Communication	Sum
Period 1	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sum	€ 0.00	€ 0.00	€ 0.00	€ 0.00

As first step, the Lead Applicant has to click on “Budget Flatrates”.

When the pop-up window appears, make sure to select ‘OK’:

Attention

Existing Subbudgetlines Will Be Hidden



In this way, the option “Flatrate Office” will be shown. “Flatrate Office” is mandatory and its value must be 10%.

If one or more project partners intend to use the “Flatrate Staff” option, the Lead Applicant must click on the related box.

Budget Flatrates



Flatrate Staff (20% of the direct costs other than staff costs)



Flatrate Office



10.00%



Recalculate Budget

9.1.1. Staff costs

Staff costs based on real costs

To insert amounts in this budget line, the Lead Applicant has to define the sub-budget line first (you can directly write "Staff costs") and click on the "plus" on the right of the budget line.

Staff costs



Create Subbudgetline For Staff costs ✕

Staff Function

Staff costs

Description

Staff costs



Save Changes



Exit Changes

To insert costs related to the partner's staff, the Lead Applicant has to click the pen button



The following table appears:

Update Workpackage Budget For 'Wp M - Management' - 'Staff costs (Staff costs)' ✕

Save Exit

Period	Unit Type	Unit	Amount per Unit	Total	Comment
Period 1 - 01.01.2019 - 30.06.2021	Select One Staff Type Select One Unit Type	1.00	€ 0.00	€ 0.00	
Period 2 - 30.06.2021 - 30.06.2021	Select One Staff Type Select One Unit Type	1.00	€ 0.00	€ 0.00	

Save Exit

Unit Type

Select One Staff Type

Select One Staff Type

Full-time

Part time with a fixed percentage

Part time with a flexible number of hours

Hourly basis

Unit Type

Select One Staff Type

Select One Unit Type

Select One Unit Type

period

month

hour

If you intend to use staff cost based on real cost, remember to choose in the drop-down menu – both for staff and unit type - one of the options listed. To ensure an adequate project assessment it is warmly recommended to provide additional information in the “Comment” box.

This type of information must be provided for all WPs.

Amounts in the “Total” cell are automatically calculated.

Staff costs based on flat rate

If one or more project partners decide to adopt the flat rate for staff costs, the Lead Applicant has to tick the buttons “flat rate staff”. According to the Programme Manual Restricted 4th Call for proposals, the percentage of staff costs is 20% of the costs of the other budget lines other than staff. Amounts are automatically calculated and the Lead Applicant does not need to provide any additional information.

9.1.2. Office and administration

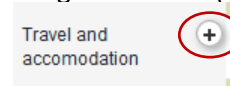
Office and administrative expenditure shall be reimbursed by the Programme according to a flat rate of 10% of eligible staff costs.

Amounts are automatically calculated and the Lead Applicant does not need to provide any further information.

Please note that “Flatrate Office” percentage is compulsory and must be 10%.

9.1.3. Travel and accommodation, and External expertise and services budget lines

To insert amounts in these budget lines, the Lead Applicant has to define the sub-budget lines first (e.g.: trips, survey, etc.) and click on the “plus” on the right of each budget line.



Create Subbudgetline For Travel and accomodation ✕

Description

Trips

Save Changes Exit Changes

The Lead Applicant has to provide, under each budget line and per each WP, information on each sub-budget line previously identified by clicking the “pen” button.



Update Workpackage Budget For 'Wp M - Management' - 'Travel and accomodation (Trips)' ✕

Save Exit

Period	Unit Type	Unit	Amount per Unit	Total	Comment
Period 1 - 01.01.2019 - 30.06.2021	<input type="text"/>	1.00	€ 0.00	€ 0.00	<input type="text"/>
Period 2 - 30.06.2021 - 30.06.2021	<input type="text"/>	1.00	€ 0.00	€ 0.00	<input type="text"/>

Save Exit

Amounts in the “Total” cell are automatically calculated. To ensure an adequate project assessment it is warmly recommended to provide additional information in the “Comment” box.

9.1.4. Equipment

NOT APPLICABLE.

9.1.5. Infrastructure&works - Net revenue

NOT APPLICABLE.


9.1.6. Budget Checks

When clicking on the button “Check Saved Project”, the following checks on the data entered in this section will be performed:

- The field ‘Budget Flatrates’ must be selected;
- The field ‘Flatrates Office’ must be equal to 10%;
- Minimum EU Co-financing Project Budget (ERDF plus IPA II contributions) cannot be lower of 100.000,00 €
- Maximum EU Co-financing Project Budget (ERDF plus IPAll contributions) cannot exceed 150.000,00 €

The eMS will not allow the submission of the Application Form if all the checked conditions are not satisfied.

9.2. Define Contribution

To define contribution, the Lead Applicant must return to the “Project Budget” section, select “Partner Budget” and then select the button  Define Contribution that appears on the right of each project partner row.

The following table appears:


Partner Contribution

Partner Contribution Rate

	Amount	Cofinancing Rate
Program Cofinancing	€ 9 724.00	85.00 %
Partner Contribution	€ 1 716.00	
Partner Total Eligible Budget	€ 11 440.00	

Origin of partner contribution

Source Of Contribution	Legal Status	%of Total Partner Contribution	Amount	Options
LP1	public	0.00 %	€ 0.00	+ Create Partner Contribution Delete Contribution
	private	0.00 %	€ 0.00	
Sub Total Public Contribution	private	0.00 %	€ 0.00	
Sub Total Automatic Public Contribution	public	0.00 %	€ 0.00	
Sub Total Private Contribution	automatic public	0.00 %	€ 0.00	
Total			€ 0.00	
Total Target Value			€ 1 716.00	
Total Public Expenditure			€ 9 724.00	

 Save

The first small table is automatically calculated by the system.

The second table focuses on the characteristics of project partner contribution. For each project partner, the Lead Applicant has to provide information on the source of this contribution, specifying it according to the information provided in the Declaration of Lead Applicant and project partners.

If the source of contribution is provided by the affected project partner, the related amount must be reported in the box “Amount” of the first row.

If the source of contribution is provided by **another Institution** (e.g.: national funds), the Lead Applicant has to click on “Create Partner Contribution” (“plus” button) first in order to create a new row, where it shall specify the name of the Institution, its legal status and the provided amount.

The amounts reported in the first small table and in the second table must coincide.

9.3. Activities Outside

NOT APPLICABLE.

9.4. Project breakdown budget

This section provides an overview on all amounts included in the Budget section. Data are automatically provided by the system.

D. Project Breakdown Budget

Partner ↕	Period ↕	Period Start ↕	Period End ↕	Budgetline ↕	Subbudgetline ↕	Workpackage ↕	Staff type ↕	Unit type ↕	Units ↕	Amount per Unit ↕	Total ↕	Comment ↕
1 rer	Period 1	01.01.2019	30.06.2021	Staff costs	Staff costs	T1	Part time with a fixed percentage	month	2.00	€ 650.00	€ 1 300.00	Comment
1 rer	Period 2	30.06.2021	30.06.2021	Staff costs	Staff costs	T1	Part time with a fixed percentage	month	3.00	€ 850.00	€ 2 550.00	Comment
1 rer	Period 1	01.01.2019	30.06.2021	Staff costs	Staff costs	C Communication	Hourly basis	hour	3.00	€ 750.00	€ 2 250.00	Comment
1 rer	Period 2	30.06.2021	30.06.2021	Staff costs	Staff costs	C Communication	Hourly basis	hour	2.00	€ 200.00	€ 400.00	Comment
1 rer	Period 1	01.01.2019	30.06.2021	Staff costs	Staff costs	M Management	Full-time	period	2.00	€ 400.00	€ 800.00	Comment
1 rer	Period 2	30.06.2021	30.06.2021	Staff costs	Staff costs	M Management	Full-time	period	2.00	€ 800.00	€ 1 600.00	Comment
1 rer	Period 0	01.01.2014	01.06.2018	Staff costs	Staff costs	P Preparation (Summary description is not applicable for this work package)	Full-time	period	3.00	€ 500.00	€ 1 500.00	Comment
				Office and	Office and	P Preparation (Summary description is not applicable for this work package)						

10. Project Budget Overview

In this section eMS provides several budget tables automatically elaborated according to the data inserted in the Budget section for each project partner.

D. Project Budget Overview (total values)

ADRION Programme Co-financing

Partner			Programme Co-financing			Contribution					Total Eligible
Partner	Partner Abbreviation	Country	ERDF	ERDF Co-Financing(percent)	Percentage Of Total ERDF	Public Contribution			Private Contribution	Total Contribution	
1 - LP1	rer	E/Λ/ΑΔΑ (ELLADA)	€ 9 724.00	85.00 %	100.00 %	Automatic Public Contribution	Other Contribution	Total Public Contribution	€ 0.00	€ 0.00	€ 11 440.00
2 - pp1	pp1	ITALIA	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
3 -		E/Λ/ΑΔΑ (ELLADA)	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
5 -		E/Λ/ΑΔΑ (ELLADA)	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Inside			€ 9 724.00	—	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 1 716.00	€ 11 440.00
4 -		ITALIA	€ 0.00	85.00 %	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Sub-total For Partners Outside (this row must be empty)			€ 0.00	—	0.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 0.00
Total			€ 9 724.00	—	100.00 %	€ 0.00	€ 0.00	€ 0.00	€ 0.00	€ 1 716.00	€ 11 440.00

Export

All tables can be exported in MS Excel.

11. Attachments

In this section the Lead Applicant has to upload all the documentation requested as specified in the Programme Manual Restricted 4thCall. Templates are provided in the Application Package downloadable from the Programme web site. The maximum size of each uploaded file is 12 MB.

12. Check and submission of the AF

When the AF is ready for submission, the Lead Applicant has to:

1. Save the final version as a pdf file;
2. Click on “**Check Saved Project**” button;
3. If any **Alert/Warning** appears, check the affected sections;
4. Click on “**Check Saved Project**” button again;
5. Press “**Submit project**” button, which will appear instead of “Check Saved Project”.



After submission, the **Contact person** of the Lead Applicant will receive an automatic e-mail for confirmation.

13. Alerts

Alerts support in the drafting of the application form. More precisely:

Alert detects a mistake and impedes the further drafting of the application form until the mistake is corrected.



Please note that not all administrative and eligibility obligations can be technically linked to an alert: the Lead Applicant is warmly invited to read carefully the Programme documentation to avoid that its project proposal is excluded due to missed/wrong requirements.

14. Help desk and technical support

For any question you may have with the filling-in the Application, you can address the helpdesk: info@interregadriion.eu (please quote “eMS Restricted 4th Call” and the acronym of your project in the subject of the e-mail).